

# Quick Tips

From Nicki Slauch's Smart Response Training

**NOTE:** For all of this to work you need to have EVERYTHING updated to the 2010 version.

## Exporting class list from My Progress:

- Go to FILE.
- EXPORT gradebook
- Click SMART tab
- Choose student ID (If you choose to go by 1, 2, 3,... instead of student ID, and a student leaves your class, you will have to go back into MyProgress and manually re-assign the numbers. If you think your class is old enough to handle it, you may want to go with student ID numbers.)
- Browse for a place you want to SAVE your file.
- Click EXPORT.

## Importing class list into SMART:

- Go to TEACHER TOOLS – CLASS.
- ADD students.
- IMPORT names (.csv file)
- Once you have imported your students: In SMART you are able to “tag” your students so that in SMART you can separate your data. (For example, boys vs girls, Special ed vs. regular ed, ESL, etc.)

## Tagging Questions

- When creating tests in SMART, be aware of how you are tagging each question. Your tagging needs to be consistent on every test. M: 5: 3: 2 as opposed to MA: 05: 3: 2 both are correct tags but if you do one and then the other it will record your data as two separate things. When tagging, you have only two options... You can tag each question with ONE objective or ALL objectives under a specific standard.
- Use 3<sup>rd</sup> Grade Report Card example

## Title Page vs No Title Page

- When creating tests in SMART, be aware of when to use a title page and when not to use a title page. Use a **title page** if you want SMART to save your data. Do not use a title page if you are doing a quick check during a lesson. Both have their advantages.
- SAVE your test results (give it a name and remember where you save them)

## Exporting results into My Progress:

- YOU CAN ONLY DO THIS FROM TEACHER TOOLS!!!
- FILE
- EXPORT
- Choose class
- Choose DIFFERENT GRADEBOOK
- Select the assessment you want to export.
- Choose AAAMyGrades
- Name your assessment (This name is the one that will show up on your report card.)

## Go back to MyProgress gradebook:

- Go to subject (for example, math, language arts, etc.)
- FILE
- IMPORT
- Click SMART
- Find your specific test – OPEN
- IMPORT (When it is done importing it will show your assessment as several assessments depending on how many different standards and objectives you were assessing.)